



Job Title:	Donor Communications	Position Type:	Part-time, 25 hours/week
Department/Group:	Fund Development	Education Required:	Bachelor's degree or relevant experience
Location:	1141 South Rose, Kalamazoo, MI	Travel Required:	Intermittent local travel
Level/Salary Range:	\$13-\$15/hour	Skills Required:	Data entry, office equipment, social media, electronic communication
Date posted:	5.20.2014	Skills Preferred:	Giftworks
Posting Expires:	When filled	Mission:	Passion for Open Doors' mission to help people overcome homelessness.
Applications Accepted:	Please send resume and cover letter via Email or US Mail to:		

E-mail: slittle@opendoorskalamazoo.org **Subject Line:** Donor Communications Position

Mail: Stacy Little, Open Doors, PO Box 50102, Kalamazoo, MI 49005-0102

General Summary

The person in this position is responsible for donor communication including data entry, production of acknowledgement letters, print newsletters, e-newsletters, and social media, and general office tasks. Qualified candidates will have proven success in data entry, e-communications, and general office equipment and tasks.

Essential Functions:

- Work collaboratively with Development Director to maintain accurate donor database and to create reports.
- Prepare donor acknowledgement letters.
- Prepare print newsletters and e-newsletters.
- Manage social media using Hootsuite, post daily on Facebook, post on Twitter and LinkedIn, analyze results, guide our practices.
- Work with website designer to manage website, keep website fresh.
- Create communications content – photos and stories.
- Assist staff with computer issues and office equipment.
- Assist with basic office administration.

Qualifications:

- Attention to detail and accuracy.
- Strong ability to communicate in writing about Open Doors and its mission.
- Demonstrated ability to manage social media.
- Demonstrated ability to assist with information technology issues preferred.
- Skill with using office equipment.
- Ability to interact successfully with Open Doors' residents and the public.
- Commitment to the mission of Open Doors.

The Mission of Open Doors: Building relationships to overcome homelessness through housing, employment, education, and sobriety in response to God's love for all.

Disclaimer

The above statements are not an exhaustive list of all responsibilities, duties, and skills required of the person in this position. The listed duties may be changed at the discretion of the supervisor.